

Statewide Records Inventory for Permanent Records

Board of Public Works

Division: Board of Public Works

<u>Schedule Number:</u>	<u>399</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Minutes	1904	2001	17.5	86	2.5	Paper	Paper
		Agenda of Meetings of the Board of Public Works	1998	2001	10	5	5	Paper	Paper
		Correspondence & General File	1989	2001	11.3	0	0.5	Paper	Paper
Totals for Agency:	Board of Public Works				38.8	91	8		

Statewide Records Inventory for Permanent Records

Coppin State College

Division: Academic Affairs

<u>Schedule Number:</u>	<u>1515</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Faculty Appointments, Promotions, Tenure Files	1966	2000	2	1	5		

Division: Business & Finance

<u>Schedule Number:</u>	<u>1011</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Special Accounting Reports	1996	2001	4	7	2	Paper	Microfilm
		Reconciliation	1996	2001	6	24	4	Paper	Microfilm

Statewide Records Inventory for Permanent Records

Coppin State College

Division: Business & Finance

<u>Schedule Number:</u>	<u>1563</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1998	2001	12	32	12	Paper	Microfilm

Division: Institutional Advancement

<u>Schedule Number:</u>	<u>1546</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Capital Campaign	1996	2001	0.5	0	1	Paper	Paper
		Donor Gift Files	1970	2001	6	6	0	Paper	Paper
		Alumni Files	1976	2001	5	20	2.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Coppin State College

Division: Student Life

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1547</u>	Office of Enrollment Management	1988	2001	14	0	0	Paper	
Totals for Agency:	Coppin State College			49.5	90	26.5		

Statewide Records Inventory for Permanent Records

Department of Aging

Division: Deputy Director

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1243</u>	Maryland Commission on Aging Minutes	1996	2001	0.5	0	0.3	Paper	Paper
	Maryland Commission on Aging File	1996	2001	1	0	0.3	Paper	Paper

Division: Executive

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1238</u>	Administrative Appeal	1997	1999	2	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Aging

Division: Executive

Schedule Number: 1238

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Appellate Court Records	1999	2000	1	0	0.5	Paper	Paper
Circuit Court Records	1995	2000	3	0	0.5	Paper	Paper

Division: Long-Term Care

Schedule Number: 1236

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Public Guardianship Client Files	1996	2001	0.3	0	0.5	Paper	Paper
Ombudsman Complaint Files	1996	2001	1.5	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Aging

Division: Long-Term Care

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
1236	Senior Coordinated Community Care (SCCC) Files	1997	2001	12	0	0.5	Paper	Paper
Totals for Agency:	Department of Aging			21.3	0	3.6		

Statewide Records Inventory for Permanent Records

Department of Agriculture

Division: Agricultural Development. & Mktg Info. Office

<u>Schedule Number:</u>	<u>936-17</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Publications	1990	2001	1	1	0.3	Paper	Paper

Division: Agricultural Land Preservation Foundation 11.005

<u>Schedule Number:</u>	<u>1680</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Arbitration File	1984	2001	10	0	0.5	Paper	Paper
		District File	1984	2001	70	3	2	Paper	Paper
		Easement File	1984	2001	35	36	3	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Agriculture

Division: Agricultural Land Preservation Foundation 11.005

<u>Schedule Number:</u>	<u>1680</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Foundation Minutes	1990	2001	1	6	1	Paper	Paper
		General Correspondence	1984	2001	10	1	2	Paper	Paper

Division: Animal Health & Consumer Svcs State Chemist

<u>Schedule Number:</u>	<u>936-8</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1994	2001	10	5	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Agriculture

Division: Executive Director/Attorney General's Office

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1693</u>	General Correspondence, Letters of Advice & Opinions	1981	2001	12.5	0	1	Paper	Paper
	Regulations	1985	2001	3.5	0	1.5	Paper	Paper

Division: Food Safety & Consumer Svcs, Animal Health

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1750</u>								

Statewide Records Inventory for Permanent Records

Department of Agriculture

Division: Food Safety & Consumer Svcs, Animal Health

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1750</u>	Hog Cholera Outbreak - 1969 & Cloverland Dairy Tuberculosis Outbreak	1969	1978	2	0	0	None	None

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>936-1</u>	General Administrative Correspondence	1996	2001	34	0	1.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Agriculture

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>936-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Organization Charts	1973	2001	0.3	0	0.1	Paper	Paper

Division: Pesticide Regulation Section

<u>Schedule Number:</u>	<u>1682</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1998	2001	6	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Agriculture

Division: Plant Industries & Est Mgmt Mosquito Control

<u>Schedule Number:</u>	<u>1699</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Annual Reports	1956	2000	5	0	0.1	Paper	Paper
		Policy Statements	1990	2001	0.5	0	0.1	Paper	Paper
		Maps & Aerial Photographs	1956	2001	100	0	2	Paper	Paper
		General Correspondence	1994	2001	4	0	2	Paper	Paper
		County Records	1994	2001	10	0	2	Paper	Paper
		Permits	1976	2001	2.5	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Agriculture

Division: Plant Industries & Pest Mgmt Office of Asst Secre

<u>Schedule Number:</u>	<u>1698</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1997	2001	14	0	0.5	Paper	Paper

Division: State Board of Inspection of Horse Riding Stables

<u>Schedule Number:</u>	<u>1694</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Board Files	1968	2001	1	0	2	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Agriculture

Division: State Board of Veterinary Medical Examiners

<u>Schedule Number:</u>	<u>1695</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Examination Candidates-passing	1992	2001	4	0	0.5	None	None

Division: Weights & Measures Section

<u>Schedule Number:</u>	<u>1679</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence	1997	2001	1.5	0	0.5	Paper	Paper

Totals for Agency:	Department of Agriculture				337.8	52	23.1		
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Statewide Records Inventory for Permanent Records

Department of Assessments and Taxation

Division: Administration/Accounting

<u>Schedule Number:</u>	<u>1175</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1997	2001	90	50	0	Paper	Paper

Division: Attorney Generals Office

<u>Schedule Number:</u>	<u>1176</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Country Clubs	1977	2001	12	0	2	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Assessments and Taxation

Division: Corporate Certification-Assessments Section

<u>Schedule Number:</u>	<u>1180</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Computer Printouts	1999	2000	121	5.3	0	Paper	

Division: County Assessment Offices

<u>Schedule Number:</u>	<u>1183</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Plat Cross Reference Index	1960	2001	56.8	0	2.5	Paper	Paper
		Assessment Rolls	1912	2001	686.2	0	16.9	Microfich	CD
		Exempt Assessment Roll	1943	2001	198	0	3.5	Paper	CD

Statewide Records Inventory for Permanent Records

Department of Assessments and Taxation

Division: Headquarters/Charter & Recordation

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1177</u>	Microfilm Records	1908	2001	12	0	0	Microfil	Microfilm
	Corporate Charter Index Cards	0	1985	1.8	0	0		Paper
	Financing Statements Cards	1979	1983	0	46	0		Paper

Division: Headquarters/Communications & Training

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1178</u>	Printed Publications	1988	2001	2	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Assessments and Taxation

Totals for Agency:	Department of Assessments and Taxation	1179.8	101.3	24.9
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Statewide Records Inventory for Permanent Records

Department of Business & Economic Develop

Division: Administration/office of Budget & Finance

<u>Schedule Number:</u>	<u>2048</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Reports (Budget, Eevaluation, Special Studies, Date Analysis, Etc	1989	2001	37	24	0	Paper	Paper

Division: Administration/office of the Asst. Sec.

<u>Schedule Number:</u>	<u>2046</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Administrative Correspondence File	1995	2001	10	10	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Business & Economic Develop

Division: Economic Development Md Industrial Training Pr

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>976</u>	Administrative Files	2000	2001	5	0	0	Paper	Paper
	General Correspondence	1998	2001	10	0	0	Paper	Paper

Division: Local & Regional Development

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1039</u>	Council Meeting Information	1999	2001	2	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Business & Economic Develop

Division: Md Energy Financing & Daycare Facilities Loan G

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1007</u>	Administrative Files	1999	2000	2	0	2	Paper	Paper
	Legislation Files	1996	2000	2	0	1	Paper	Paper

Division: Md Industrial Development Financing Authority (

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1164</u>	MIDFA Meeting File	1999	2001	2	0	2	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Business & Economic Develop

Division: Research

<u>Schedule Number:</u>	<u>835</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Final Reports of the Division of Research	1995	2001	40	0	0	Paper	Paper
Totals for Agency:	Department of Business & Economic Develo				110	34	6		

Statewide Records Inventory for Permanent Records

Department of General Services

Division: Affirmative Action, Contract Compliance

<u>Schedule Number:</u>	<u>843-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Annual Report of Purchases from Minority Businesses	1999	2001	0.3	0	0.1	Paper	Paper

Division: Annapolis Public Buildings & Grounds

<u>Schedule Number:</u>	<u>1494</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Files Reflecting Expenditures of Time, Personnel, Materials & Equipment	1999	2001	3	5	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of General Services

Division: Annapolis Public Buildings & Grounds

<u>Schedule Number:</u>	<u>1494</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Plat & Site Plan File	0	2001	283.5	0	5	Paper	None
		Building Files	0	2000	120	0	0	Paper	None

Division: Annapolis Public Buildings & Grounds

<u>Schedule Number:</u>	<u>1525</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Building File	1991	2001	1	1	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of General Services

Division: Asbestos Program

<u>Schedule Number:</u>	<u>1064</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Asbestos Program File	1985	2001	30	200	10	Paper	Paper

Division: Baltimore Public Buildings & Grounds

<u>Schedule Number:</u>	<u>1487</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Policies	1991	2001	1	0	0	Paper	Paper
		General Correspondence	1989	2001	17.5	5	4	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of General Services

Division: Contract Services

<u>Schedule Number:</u>	<u>1484</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		DPRB Weekly Meeting Files	1996	2001	8	0	8	Paper	Paper
		Construction File	1997	2001	72	0	72	Paper	Paper
		A/E (Architects / Engineers) File	1997	2001	72	0	72	Paper	Paper

Division: Facilities Management, Office of Multi-service Cen

<u>Schedule Number:</u>	<u>1025</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Permanent Records

Department of General Services

Division: Facilities Management, Office of Multi-service Cen

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1025</u>	General Administrative Correspondence File	1996	2001	16	25	2.5	Paper	Paper

Division: Fiscal Services Division

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1448</u>	Stars Reports for DGS Operating Budget	1997	2001	9.5	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of General Services

Division: General Professional Services Selection Board

<u>Schedule Number:</u>	<u>843-5</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Administrative Correspondence File	1994	2001	0.5	0	0.5	Paper	Paper
		Program Development	1993	2001	0.3	0	0	Paper	Paper
		Price Proposal	1974	2001	0.5	0	0	Paper	Paper
		GPSSB Meeting Transcripts	1985	2001	2	0	0.2	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of General Services

Division: Office of Real Estate-Valuation & Appraisal

<u>Schedule Number:</u>	<u>1549</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Md Agricultural Land Preservation Program	1995	2000	64	0	16	Paper	Paper

Division: Real Estate

<u>Schedule Number:</u>	<u>1490</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Land Acquisition Records	1977	2001	121	0	8	Paper	Paper
		Lease Files	1980	2001	315.5	0	16	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of General Services

Division: Records Management

Schedule Number: 912

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Certificates of Records Disposals	1990	2001	1	0	0.5	Paper	Electronic Fil
Records Schedule Central File	1953	2001	4	0	0.5	Paper	Electronic Fil
Equipment Requisition File	1996	2001	0.1	0	0.1	Paper	Paper
State Records Center Disposal Certificate File	1990	2001	1	0	0.3	Paper	Electronic Fil
Accession and Disposal Log Book	1953	2001	0.5	0	0.1	Paper	Electronic Fil
Microfilm Project Index File	1953	2001	0.2	0	0.1	Paper	Paper
General Administrative Correspondence	1953	2001	0.5	0	0.1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of General Services

Totals for Agency: Department of General Services	1144.9	236	217
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Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Planning Information & Evaluation

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>928</u>	General Administrative Correspondence Files	1970	2001	35.6	0	4.1	Paper	Paper

Division: Aging Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1629</u>	Audit Reports	1994	2001	2.5	2.5	2.5	None	None

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: All Hospital Centers

<u>Schedule Number:</u>	<u>1421</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Patient Master Index Card	1900	2001	196.2	175.8	10.9	Tab Card	Tab Cards
		From Patient Folder (Discharge Summary)	1957	2001	1698.5	1051.7	275.4	Paper	CD

Division: All Hospital Centers

<u>Schedule Number:</u>	<u>1687</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Id Number (Pin)	1978	2001	59.7	1	2.4	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: All Hospital Centers, Centers, Institutions

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1657</u>	Accounting Records	1987	2001	1489.1	2419.1	367.6	Paper	Paper

Division: All Units including Local Health Depts, Facilities, P

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>2112</u>	Audits	1990	2001	155.1	40.8	74	Paper	Paper
	Records Management File	1950	2001	182.4	36.8	40	Paper	Paper
	Unit History File	1900	2001	291.4	47.7	29.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Anatomy Board of Maryland

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>682</u>	Minutes	1949	2001	1.5	2	0.1		
	Deceased Donor's File	1949	2001	10	0	0.8		
	General Correspondence File	1996	2001	3	6	1	Paper	Paper

Division: Board of Audiologists, Hearing Aid Dispensers &

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1664</u>	Disciplinary Activities	1992	2001	12	3	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Board of Audiologists, Hearing Aid Dispensers &

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1664</u>	Minutes of the Board	1989	2001	2	0	0	Paper	Paper
	Licensure Files	1969	2001	20	23	3	Paper	Paper

Division: Board of Optometry

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1665</u>	Minutes of the Board	1943	2001	2	0	0.3	Paper	Paper
	Licensure Files	1943	2001	14	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Board of Pharmacy

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1046</u>	Minutes of the Board	1992	2001	3.5	0	0.5	Paper	Paper
	Disciplinary Case Files - Closed	1995	2001	5	5	2.5	Paper	CD
	General Accounting Ledgers	1997	2001	2.5	0	0.5	Paper	Paper

Division: Board of Physician Quality Assurance

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1900</u>								

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Board of Physician Quality Assurance

<u>Schedule Number:</u>	<u>1900</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Summary Record of Results on Medical Exam (Pre 1972)	1960	1975	4	4	0	Paper	Paper
		General Correspondence Files	1960	2001	75.4	0.3	12.3	Paper	Paper
		Applications for Certification of Allied Health Professions under Jurisdiction of the Board	0	2001	30	4	4	Paper	Microfiche
		Medical Registers	1902	1994	2.5	0	0	Paper	Paper
		Name Change & Replacement Registration Card Applications	1999	2001	2	0	0	Paper	Electronic Fil
		Physician Acupuncture Registration	1995	2001	2.5	0	2.5	Paper	CD

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Board of Physician Quality Assurance

<u>Schedule Number:</u>	<u>1900</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Unlicensed Medical Practitioners	1996	2001	8	4	0	Paper	Electronic Fil
		Communications Unit	1992	2002	3.6	0.1	1	Magnetic	Magnetic Tap
		Application for Reinstatement of Physician Licensure	2001	2001	2	0	0	Paper	Paper
		Unmatched Credentials (Initial Medical Licensure & Reinstatements	1996	2001	5	0	0.5	Paper	Paper
		Applications for Initial Medical Licensure of Physicians	2001	2001	25	0	1	Paper	Microfiche
		Disciplinary Orders (Public)	1940	2001	7.6	0	0.1	Electroni	Electronic Fil
		Minutes of Proceedings	1960	2002	12.5	12.5	0	Magnetic	Magnetic Tap

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Board of Physician Quality Assurance

<u>Schedule Number:</u>	<u>1900</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Licensure Numbers Book	0	2001	1	0	1	Paper	Paper

Division: Board of Review

<u>Schedule Number:</u>	<u>1838</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence & Administrative	2000	2001	3	0	1	Paper	Paper
		Board of Review Minutes	1989	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Board of Social Work Examiners

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>996</u>	Record of Examination Scores	1975	2001	2	2	0.1	Paper	
	Agenda of the Board	1975	2001	1	0	0.1	Paper	
	Minutes of the Board	1975	2001	2	0	0.1	Paper	

Division: Children's Health Local & Family Health Admin

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1760</u>								

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Children's Health Local & Family Health Admin

<u>Schedule Number:</u>	<u>1760</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence and Administration	1984	2001	4	0	4	Paper	Paper

Division: Chronically Ill & Aging Admin/Kidney Disease Pro

<u>Schedule Number:</u>	<u>934</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Administrative Correspondence File	1980	2001	75	0	25	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Clifton T Perkins State Hospital Business Manage

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>428</u>	General File	1997	2001	34	7	5		
	General Ledger	1980	2001	14	3	4		
	Accounting Records	1995	2001	22	31	4		

Division: Commission of Postmortem Examiners

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>689</u>	Ledgers-report of Deaths	1950	1990	32	10	0	Paper	

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Commission of Postmortem Examiners

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>689</u>	Case Histories	1994	2001	420	0	72	Paper	
	Index of Case Histories	1939	1990	0	15	0	Paper	

Division: Commission on Physical Fitness

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>673</u>	Expense Account Ledger	1961	2001	0.1	3.5	0.1	Paper	Paper
	Minutes	1961	2001	0.1	2.5	0.1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Community Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1520</u>	Youth Camp Files	1989	2001	37	0	10	Paper	
	Migratory Labor Camp Files	1960	2001	3	0	0	Paper	

Division: County Health Departments

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1518</u>	Tuberculosis Registers	1996	2001	217	326	2.6	Paper	Paper
	Genreal Correspondence	1995	2001	1192	134.5	152.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: County Health Departments

<u>Schedule Number:</u>	<u>1518</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Copies of Birth & Death Certificates	1927	2001	716.6	468	33.5	Paper	Paper

Division: Deputy Secretariat for Health Care Financing

<u>Schedule Number:</u>	<u>2108</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Other Audits	1993	2001	16	0	3.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Deputy Secretary for Operations-Fiscal Services A

<u>Schedule Number:</u>	<u>2106</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		FSA History File	0	0	1	0	0	Paper	

Division: Deputy Secretary for Operations-Vital Statistics A

<u>Schedule Number:</u>	<u>2103</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Burial Permits	1999	2001	20	2	12	Paper	Paper
		Affidavit of Parentage	1995	2001	25	0	20	Paper	Paper
		Birth Certificates	1925	2001	132	12	12	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Deputy Secretary for Operations-Vital Statistics A

<u>Schedule Number:</u>	<u>2103</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Index to Birth Certificates	1900	2001	200	0	2	Paper	Paper
		Delayed Birth Certificates	1900	2001	25	0	1	Paper	Paper
		Death Certificates	1900	2001	120	23	23	Paper	Paper
		Index to Death Certificates	1950	2001	8	0	1	Paper	Paper
		Fetal Death Certificates	1993	2001	4	0	1	Paper	Paper
		Marriage Certificates	1951	2000	10	13	13	Paper	Paper
		Divorce/Annulment Forms	1961	2001	15	0	2	Tab Card	Tab Cards
		Index of Marriage Records	1951	2000	10	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Deputy Secretary for Operations-Vital Statistics A

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>2103</u>	DVR Administrative Forms	1999	2001	4	10	4	Paper	Paper
	Certificates Under Seal	1997	2001	10	12	7	Paper	Paper

Division: DHMH Policy Administration and Records Office

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>2111</u>	Completed Transmittal and Receipt File	1990	2001	1.5	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: DHMH Policy Administration and Records Office

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>2111</u>	DHMH History File	1930	2000	5	0	1	Paper	Paper
	Current DHMH Policy File	1998	2001	2	0	0.5	Paper	Paper
	Records Schedule Organization Folder File	1954	2001	2	0	0	Paper	Paper
	Inactive/Superseded Policy File	1980	2000	5	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Division of Medical Assistance Recoveries

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1764</u>	General Correspondence & Administrative Files	1998	2001	2.5	0	2.5	Paper	Paper

Division: Engineering & Maintenance

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1438</u>	Program Development & History File	1975	2001	1	0	0	Paper	

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: EPI & Disease Control Program

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>2069</u>	Administrative & Accounting	1970	2001	30	15	15	Paper	Paper

Division: Equal Access Compliance Unit/Office of Communi

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1585</u>	General Correspondence Files	1995	2001	0.1	0	0.1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Executive Offices

<u>Schedule Number:</u>	<u>787</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1998	2001	0.2	0	2	Paper	Paper

Division: Executive Unit Office of Community Relations

<u>Schedule Number:</u>	<u>1583</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Administrative File	1995	2001	17.5	0	4	Paper	Electronic Fil

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Health Promotion, Education & Tobacco Use Prev

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1759</u>	Genreal Correspondence	1989	2001	32.3	3.5	3.6	Paper	Floppy Disks

Division: Health Services Cost Review Commission

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1124</u>	Minutes of the Commission	1985	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Health Statistics & Population Estimation.

<u>Schedule Number:</u>	<u>1148</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Population Estimates & Projections	1987	2001	1	0	0	Floppy D	Paper

Division: Local Health Departments

<u>Schedule Number:</u>	<u>834</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1950	2001	1219.3	701	185	Paper	

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Maryland Health Care Commission

<u>Schedule Number:</u>	<u>2110</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Maryland Health Care Commission History	1999	2001	1	2	4	Paper	
		Maryland Health Care Commission Minutes	1999	2001	1	2	4	Paper	

Division: Maryland State Board of Dental Examiners

<u>Schedule Number:</u>	<u>1482</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Minutes of the Board	1963	2001	18	9	3	Paper	CD

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Maryland State Board of Dental Examiners

<u>Schedule Number:</u>	<u>1482</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1996	2001	10	6	4	Paper	CD
		Disciplinary Activity	1996	2001	75	35	20	Paper	CD
		Licensure	1995	2001	18	14	14	Paper	CD
		Examinations	1990	2001	19	10	12	Paper	CD

Division: Medical Assistance Recoveries/legal Section

<u>Schedule Number:</u>	<u>1763</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Medical Assistance Recoveries/legal Section

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1763</u>	General Correspondence & Administrative Files	1998	2001	22.5	0	6.5	Paper	Paper

Division: Mental Hygiene Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1432</u>	General Correspondence	1985	2001	133.6	10	10.6	Paper	Paper
	Newsletters	1990	2001	30	5.5	8.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Mental Hygiene Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1432</u>	Minutes	1990	2002	46.1	4.5	9.8	Paper	Paper
	Annual Reports	1978	2001	22.3	0.1	3	Paper	Paper

Division: Mental Retardation & Developmental Disabilities

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>893</u>	General Administrative Correspondence Files	1992	2001	230.5	200	10	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Mental Retardation Administration

<u>Schedule Number:</u>	<u>619</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Patients' Medical Case Files	1960	2001	388	50	32	Paper	Paper

Division: Office of Planning & Capital Financing

<u>Schedule Number:</u>	<u>2020</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Special Projects	1996	2001	2	6	0	Paper	Paper
		Maryland Commission on Women's Health	1993	1998	7.5	0	14	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Office of Planning & Capital Financing

<u>Schedule Number:</u>	<u>2020</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Historic Preservation Files	1985	2001	1	0	0.5	Paper	Paper

Division: Office of Regulations Coordination

<u>Schedule Number:</u>	<u>1837</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence & Administrative Files	1986	2001	12	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>2100</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Y2k History File	1999	2001	24	2	0		

Division: Operations/Info Resources Mgmt Admin-All Divisi

<u>Schedule Number:</u>	<u>2099</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Policy, Planning & Administration Division	1995	2001	119	0	60	Paper	Electronic Fil

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: Resident Grievance System

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1199</u>	Coe Board of Review	1995	2001	1	0	0	Paper	Paper
	Minutes of Clients' Rights Committee	2000	2001	0.2	0	0	Paper	Paper

Division: State Board of Chiropractic Examiners

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>680</u>	Minutes	1984	2001	2	0	4	Floppy D	Floppy Disks
	Examination Score Ledger	1999	2001	1	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: State Board of Chiropractic Examiners

<u>Schedule Number:</u>	<u>680</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence Files	1970	2001	24	0	16	Paper	Floppy Disks

Division: State Board of Examiners of Nurses

<u>Schedule Number:</u>	<u>609</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Examination Results	1994	2001	22	0	2		
		Minutes	1993	2001	2	0	1		
		Annual Reports (Typescripts)	1983	2001	3	0	1		

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: State Board of Examiners of Nurses

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>609</u>	Nursing School Curricula	0	0	8	0	0		

Division: State Board of Examiners of Nursing Home Admin

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1846</u>	Minutes of Proceedings	1970	2001	3	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: State Board of Examiners of Psychologists

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>706</u>	General Correspondence Files	1997	2001	2	0	0	Paper	
	Registration Cards	1957	2001	16	0	2	Paper	
	Minutes of the Board	1971	2001	1	0	0	Paper	

Division: State Board of Funeral Directors & Embalmers

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>683</u>	General Correspondence Files	0	2001	12	0	4	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: State Board of Funeral Directors & Embalmers

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>683</u>	Registration Books and History Cards	1977	2001	0.5	0	0.5	Paper	Paper
	Minutes of the Board	1989	2001	2	2	1	Paper	Paper

Division: State Board of Physical Therapy Examiners

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>676</u>	Minutes of the Board	1949	2001	1	0	0	Paper	
	Examination Scores File	1961	2001	1	0	0	Paper	

Statewide Records Inventory for Permanent Records

Department of Health & Mental Hygiene

Division: State Board of Physical Therapy Examiners

<u>Schedule Number:</u>	<u>676</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence Files	1990	2001	2.5	0	1	Paper	
		Registration Books	1961	2001	1	0	0	Paper	
Totals for Agency:	Department of Health & Mental Hygiene				10353	5991.4	1722.2		

Statewide Records Inventory for Permanent Records

Department of Human Resources

Division: All Offices

<u>Schedule Number:</u>	<u>1771</u>	<u>Series</u> <u>Description</u>	<u>From</u> <u>Year</u>	<u>To</u> <u>Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated</u> <u>Media</u>
		Secretary's & Director's General Correspondence	2000	2001	12	0	1	Paper	Paper
		General Administrative Correspondence File	1996	2001	20	0	1	Paper	Paper
Totals for Agency:	Department of Human Resources				32	0	2		

Statewide Records Inventory for Permanent Records

Department of Labor, Licensing & Regulation

Division: Board for Professional Engineers

<u>Schedule Number:</u>	<u>612-119</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Minutes	1990	2001	0.5	0	0.5	Paper	Paper
		Alpha Master File	1996	2001	52	0	10	Paper	Paper

Division: Board for Professional Land Surveyors

<u>Schedule Number:</u>	<u>612-118</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Alpha Master File	1992	2001	2	0	0.5	Paper	Paper
		Minutes	1980	2001	1	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Labor, Licensing & Regulation

Division: Board of Architects

<u>Schedule Number:</u>	<u>612-122</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Alpha Master File	1996	2001	12	8	3	Paper	Paper
		Minutes	1985	2001	0.5	0	0.5	Paper	

Division: Board of Examining Engineers

<u>Schedule Number:</u>	<u>612-21</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Master Card Index	1977	1996	0	24	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Labor, Licensing & Regulation

Division: Board of Pilots

<u>Schedule Number:</u>	<u>612-123</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Minutes	1955	2001	0.5	0	0.5	Paper	Paper
		Alpha Master File	1981	2001	0.5	0	0	Paper	Paper

Division: Job Training & Placement Administration

<u>Schedule Number:</u>	<u>991-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Administrative Correspondence File	1996	2001	72	0	15	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Labor, Licensing & Regulation

Division: Job Training & Placement Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
991-3	General Employment Service Correspondence	1996	2001	250	0	50	Paper	Paper

Division: Labor & Industry Accounting Division

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
821	Accounting Records	1987	2001	54.3	0	7.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Labor, Licensing & Regulation

Division: Labor & Industry Boiler Unit

<u>Schedule Number:</u>	<u>612-65</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Repair Symbols	1990	2001	1	1	1	Paper	Paper
		Commissions for Deputy Boiler Inspectors	1980	2001	3	0	1	Paper	Paper

Division: Labor & Industry Commissioner's Office

<u>Schedule Number:</u>	<u>612-56</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Daily Labor Reports	2000	2001	1	4	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Labor, Licensing & Regulation

Division: Labor & Industry Commissioner's Office

<u>Schedule Number:</u>	<u>612-56</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Commissioner's Administrative Files	1975	2001	18	3.2	2	Paper	Paper

Division: Maryland Board of Landscape Architects

<u>Schedule Number:</u>	<u>612-120</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Minutes	1985	2001	0.5	0	0.5	Paper	Paper
		Alpha Master File	1993	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Labor, Licensing & Regulation

Division: Md Home Improvement Commission

<u>Schedule Number:</u>	<u>612-146</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Minutes	1969	2001	4	0	3	Paper	Paper

Division: Occupational & Professional Licensing Board of

<u>Schedule Number:</u>	<u>612-150</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Minutes	1994	2001	0.5	0	0.5	Paper	Paper
		Alpha Master	1994	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Labor, Licensing & Regulation

Division: Office of Administration

<u>Schedule Number:</u>	<u>991-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Building Files	1996	2001	1	0	0.5	Paper	Paper

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>991-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Equal Opportunity Office Records	1987	2001	1.2	0	0.1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Labor, Licensing & Regulation

Division: Racing

<u>Schedule Number:</u>	<u>612-115</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Hearing Case Folders	1994	2001	1.8	0	2	Paper	Paper

Division: State Board of Master Electricians

<u>Schedule Number:</u>	<u>612-124</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Alpha Master File	1984	1993	0	50	0	Paper	None

Statewide Records Inventory for Permanent Records

Department of Labor, Licensing & Regulation

Division: State Board of Plumbing

<u>Schedule Number:</u>	<u>612-127</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Alpha Master File	1983	1994	0	18	0	Paper	None

Division: Unemployment Insurance

<u>Schedule Number:</u>	<u>1970</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		File General Administrative Correspondence	1996	2001	85.5	0	29.6	Paper	Paper

Totals for Agency:	Department of Labor, Licensing & Regulatio				566.8	108.2	130.2		
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Statewide Records Inventory for Permanent Records

Department of Maryland State Police

Division: Central Records

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>971304</u>	Crime in Maryland Book File	1975	1999	35	0	0	Paper	

Division: Electronic Services Section

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>971-34-1</u>	Plat & Site Plan Files	1975	1981	0.1	0	0.1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Maryland State Police

Division: Handgun Roster Board

<u>Schedule Number:</u>	<u>971-25-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Handgun Roster Board Meeting Files	1993	2001	2	0	0.1	Paper	Paper

Division: Public Affairs

<u>Schedule Number:</u>	<u>971-05-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Newsletter File	1998	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Maryland State Police

Division: Telecommunications Section

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>971-32-3</u>	NCIC Legal Correspondence	1998	2001	4	4	4	Paper	Paper
Totals for Agency:	Department of Maryland State Police			43.1	4	5.2		

Statewide Records Inventory for Permanent Records

Department of Public Safety & Correctional S

Division: Correction

<u>Schedule Number:</u>	<u>1406-10</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Special Accounting Records	1996	2001	4	0	5	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>1406-14</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		DCD History File	1972	2001	17	0	0	Paper	Paper
		Grand Jury Inspections	1998	2001	1	0	0	Paper	Paper
		Division of Correction Directives (DCD)	1974	2001	1	0	0	Paper	Paper
		Institutional Directives	1985	2001	11	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Public Safety & Correctional S

Division: Correction

<u>Schedule Number:</u>	<u>1406-20</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Memoranda Prescribing Policies & Procedures or Other Guidelines to Follow	1998	2001	5	0	2	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>1406-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Administrative General Correspondence	1998	2001	30	28	6	Paper	Floppy Disks
		Legal Materials	1990	2001	9	9	0	Paper	Paper
		Manuals & Publications	1995	2001	13	7	5	Paper	Floppy Disks
		Minutes	1993	2001	3	12	2	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Public Safety & Correctional S

Division: Correction

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1406-6</u>	Classification Reports/logs Series Ii	1998	2001	15	0	3	Paper	Paper

Division: Correction

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1406-9</u>	Asbestos Records	1985	2001	28.5	0	3	Paper	Paper
	Toxics	1985	2001	7	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Public Safety & Correctional S

Division: Criminal Injuries Compensation Board

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1272</u>	Administrative Records	1998	2001	10	0	1	Paper	Paper

Division: Maryland Commission on Correctional Standards

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1125</u>	Older Jail/lockup Inspection Files & Reports	1974	1982	0.3	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Public Safety & Correctional S

Division: Maryland Police & Correctional Training Commiss

<u>Schedule Number:</u>	<u>1845</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Minutes of Commission Meetings	1976	2001	4	0	0.5	Paper	Paper
		Community Crime Prevention Institute	1991	2001	5	0	0	Paper	Paper

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>1258</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Plans, Policies & Directives	1975	2001	10	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Public Safety & Correctional S

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1258</u>	Emergency Number System Board Correspondence	1980	2001	14	0	0.5	Paper	Paper
	Capital Construction & Maintenance Blueprints	1989	2000	50	72.5	2.5	Paper	Paper
	Attorney General's Office General Administrative & Correspondence Files	1980	2001	114	0	16	Paper	Paper
	Handgun Permit Review Board Administration & Appeal Files	1980	2001	8	0	0.2	Paper	Paper
	Litigation Files	1980	2001	389	0	25	Paper	Paper
	Departmental Appointments Correspondence	1975	2001	8	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Public Safety & Correctional S

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1595</u>	General Correspondence	2001	2001	8	0	0	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1596</u>	General Correspondence	2000	2001	1	0	1	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1612</u>	General Correspondence	1990	2001	8	2	4	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Public Safety & Correctional S

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1614</u>	General Correspondence	1993	2001	2	2	4	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1615</u>	General Correspondence	1999	2001	2	0	2	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1616</u>	General Correspondence	1992	2001	76	14	12	Paper	Floppy Disks

Statewide Records Inventory for Permanent Records

Department of Public Safety & Correctional S

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1619</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Asbestos Records	1994	2001	0.5	0	1	Paper	Paper
		Toxics	1994	2001	1.5	1	2	Paper	Paper
		General Correspondence	1994	2001	0.3	0	0.5	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1620</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1994	2001	2	0	1	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>1621</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Permanent Records

Department of Public Safety & Correctional S

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1621</u>	General Correspondence	1998	2001	10	19	6	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1622</u>	General Correspondence	1998	2001	36	0	4	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1623</u>	General Correspondence	1997	2001	168	416	30	Paper	Paper
	Special Accounting Records	1998	2001	2	0	0.3	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Public Safety & Correctional S

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1630</u>	General Correspondence	1991	2001	6	3	3	Paper	Paper

Division: Pretrial Detention & Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1641</u>	General Correspondence	1992	2001	14	0	1	Paper	Floppy Disks

Statewide Records Inventory for Permanent Records

Department of Public Safety & Correctional S

Division: State Use Industries

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>406</u>	General Ledger	1985	2001	5	25	3	Paper	Paper
	Capital Equipment Ledger (Inventory)	1999	2001	12	0	4	Paper	Paper
Totals for Agency:	Department of Public Safety & Correctional			1111.1	610.5	152		

Statewide Records Inventory for Permanent Records

Department of the Environment

Division: Air & Radiation Management Admin

<u>Schedule Number:</u>	<u>1635</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Renovation	1985	2001	16	125	8	Paper	Paper
		Asbestos Oversight Committee	1987	2001	5	0	0.5	Paper	Paper
		Monitoring Records	1985	2001	12.8	125	7	Paper	Paper
		Demolition	1985	2001	2	15	0.8	Paper	Paper
		Contractor's License Files	1985	2001	32	175	11	Paper	Paper
		Asbestos Management Plans	1995	2001	0.5	2	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of the Environment

Division: Board of Environmental Sanitarians

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1225</u>	Applications for State Licensure	1975	2001	21	0	0.3	Paper	Paper
	Minutes of the Board	1973	2001	0.3	0	2.1	Paper	Paper
	Disciplinary Files	1995	2001	1.5	0	0.1	Paper	Paper

Division: Directorate of Admin & Employee Services

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1821</u>	Administrative Correspondence	1998	2001	79	20	40	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of the Environment

Division: Directorate of Admin & Employee Services

<u>Schedule Number:</u>	<u>1821</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1998	2001	316	352.5	100	Paper	Paper

Division: Environmental Programs/air Management Admin.

<u>Schedule Number:</u>	<u>984</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Reasonable Further Progress	1993	2001	5	0	5	Paper	Paper
		Administration/grants	1996	2001	22	0	4		
		Grant General	1994	2001	8	0	2		

Statewide Records Inventory for Permanent Records

Department of the Environment

Division: Office of the Secretary-Executive Direction

<u>Schedule Number:</u>	<u>1480</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Executive Office Correspondence To/from the Governor	0	0	19	0	0		
		Executive Office Files That Represent Legal, Binding Agreements or Historical Documents	0	0	1	0	0		
		Executive Office Files That Illustrate the Planning, Policies Development & Organization	0	0	1	0	0		

Statewide Records Inventory for Permanent Records

Department of the Environment

Division: Personnel

<u>Schedule Number:</u>	<u>1475</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel ID. Number (Pin)	1988	2001	30	30	2	Paper	Paper

Division: Radiological Health Program-Radiation Control

<u>Schedule Number:</u>	<u>1270</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Minutes	1983	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of the Environment

Division: Toxics, Environmental Science & Health

<u>Schedule Number:</u>	<u>1477</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		PCB/asbestos TSCS Enforcement Records	1985	2001	10	100	5	Paper	Paper

Division: Toxics, Environmental Science & Health-Radiolog

<u>Schedule Number:</u>	<u>1277</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Radioactive Material Licenses	0	2001	150	0	7.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of the Environment

Division: Water Management Administration Director's Offi

<u>Schedule Number:</u>	<u>1260</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Well Construction Files	1980	2001	132	0	6	Paper	Paper
Totals for Agency:	Department of the Environment				868.1	944.5	202.8		

Statewide Records Inventory for Permanent Records

Department of Transportation

Division:

<u>Schedule Number:</u>	<u>1550</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Minority Business Enterprise Files	1997	2001	4	0	1	Paper	Paper

Division:

<u>Schedule Number:</u>	<u>920</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Authorization for Extra Work Form	1962	2001	9	0	1	Paper	Microfilm
		Work Order Form	1962	2001	15	0	1	Paper	Microfilm

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Accounting

Schedule Number: 164

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Contract	1990	2001	5	0	0.5	Paper	Paper

Division: Accounting

Schedule Number: 95

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Voucher Register	1997	2001	3	0	0.5	Paper	Paper
Construction Account Ledger	1996	2001	4	0	1	Paper	Paper
Road-section Costs Ledger	1996	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Administration

<u>Schedule Number:</u>	<u>1157</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Department Policies & Administration Directives	1989	2000	2	0	0.5	Paper	Paper

Division: Bureau of Soils & Materials

<u>Schedule Number:</u>	<u>175</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Road Plans with Soil Survey Data	1996	2001	4	0	1	Paper	Paper
		Material File	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Bureau of Soils & Materials

<u>Schedule Number:</u>	<u>175</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Inspection Agency Reports	1995	2001	5	0	1	Paper	Paper

Division: Business Administration

<u>Schedule Number:</u>	<u>1159admin</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Minutes of State Aviation Commission	1997	2001	3	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Business Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
1159as	Books of Final Entry - General Ledgers	1996	2001	4	0	1	Paper	Paper

Division: Commission Engineers

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
271	Correspondence	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Contract Administration Office

<u>Schedule Number:</u>	<u>1300</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Contract Administration Files & Records	1990	2001	5	0	0.5	Paper	Paper

Division: Departmental Services

<u>Schedule Number:</u>	<u>1018-1</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Construction Project Files	1989	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Departmental Services

<u>Schedule Number:</u>	<u>1018-8</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Forms Control File	1998	2001	2	0	0.5	Paper	Paper

Division: District Engineer

<u>Schedule Number:</u>	<u>968</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		As-built Construction Plans	1995	2001	5	0	1	Paper	Paper
		Utility/commercial & Residential Entrance Permits	1996	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: District Engineer

<u>Schedule Number:</u>	<u>968</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Right-of-way Agreements	1990	2001	5	0	0.5	Paper	Paper

Division: District Offices

<u>Schedule Number:</u>	<u>177</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Right of Way Files	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Employee Relations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1479</u>	General Correspondence	1998	2001	3	0	1	Paper	Paper

Division: Engineering

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1833</u>	Contract Files	1995	2001	4	0	1	Paper	Paper
	Photograph Files	1995	2001	4	0	1	Paper	Paper
	General Correspondence	1995	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Engineering

<u>Schedule Number:</u>	<u>1833</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Right-of-way Plats	1995	2001	4	0	1	Paper	Paper
		Plan Files	1995	2001	4	0	1	Paper	Paper
		Contract Documents	1995	2001	4	0	1	Paper	Paper

Division: Engineering

<u>Schedule Number:</u>	<u>466</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Bond Release Index	1996	2001	2	0	0.5	Paper	Paper
		Entrance Card Index	1996	2001	4	0	1	Paper	Paper
		Permit Log	1995	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Engineering

Schedule Number: 466

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Traffic Light Permits	1996	2001	4	0	1	Paper	Paper
Road Map & Plan File	1994	2001	7.5	0	2.5	Paper	Paper
Traffic Light Permit Log	1996	2001	3	0	1	Paper	Paper

Division: Executive Section

Schedule Number: 707-20

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Administrative Correspondence File	1990	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: F&A

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>490</u>	Budget Estimates	1998	2001	1	0	0.5	Paper	Paper
	Budget Schedule Amendment Sheet	1996	2001	2	0	0.5	Paper	Paper
	Request for Position Action	1996	2001	2	0	0.5	Paper	Paper

Division: Field Operations

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1198</u>	Accounting Records	1990	2001	6	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Finance

Schedule Number: 1592

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Accounting Records	1997	2001	4	0	1	Paper	Paper
Capital Fund Checks	1997	2001	4	0	1	Paper	Paper
Accounts Receivable - Property Damage Billings	1999	2001	2	0	1	Paper	Paper
General Fund Checks	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Finance & Accounting

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>478</u>	Cost Recoveries	1995	2000	5	0	1	Paper	Paper
	Counties & Municipalities Tax Revenue Allocating Fund Ledger	1990	2001	7	0	1	Paper	Paper

Division: Finance & Accounting

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>489</u>	Entry Ticket	1996	2001	4	0	1	Paper	Paper
	Change Ticket	1996	2001	4	0	1	Paper	Paper
	Cut-off Ticket	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Finance & Accounting

<u>Schedule Number:</u>	<u>489</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Payroll Journal & Check Register	1996	2001	4	0	1	Paper	Paper

Division: Finance & Accounting

<u>Schedule Number:</u>	<u>494</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Alphabetical Index to Vouchers	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Finance & Administration

<u>Schedule Number:</u>	<u>707-6</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Administrative Correspondence File	1996	2001	6	0	1	Paper	Paper

Division: Finance & Administration

<u>Schedule Number:</u>	<u>707-7</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accident Review Board File	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Finance & Program Management

<u>Schedule Number:</u>	<u>1168</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Closed Consultant Contracts	1990	2001	4	0	1	Paper	Paper

Division: Finance & Program Management

<u>Schedule Number:</u>	<u>892</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Ledgers	1996	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Finance & Statistics

<u>Schedule Number:</u>	<u>1725</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1990	2001	4	0	1	Paper	Paper

Division: Finance Receipts & Disbursements

<u>Schedule Number:</u>	<u>1191</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Highway User Revenue Printouts	1995	2001	4	0	1	Paper	Paper
		Auth. For Expenditure of State Funds for Right-of- way	1990	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Finance Receipts & Disbursements

<u>Schedule Number:</u>	<u>1191</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Contract Book	1995	2001	5	0	1	Paper	Paper

Division: Finance/Cost Accounting

<u>Schedule Number:</u>	<u>1649</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Statement of Current Project Authorization, Etc	1990	2001	5	0	0.5	Paper	Paper
		Federal Project Ledger	1980	2001	6	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Finance/Cost Accounting

<u>Schedule Number:</u>	<u>1649</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Project Ledger Account	1995	2001	5	0	1	Paper	Paper

Division: Financial Responsibility

<u>Schedule Number:</u>	<u>1016-3</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Attorney General Opinions	1990	2001	3	0	0.5	Paper	Electronic Fil

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Functional Data Center

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>985</u>	Historical Recaps of FDC Projects by Production Figures	1994	2001	4	0	0.5	Paper	Paper
	Routing Sheets	1996	2001	3	0	0.5	Paper	Paper

Division: Investigative Division

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1220</u>	Reinstatement & Mab Cases	1990	2001	10	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Investigative Division

<u>Schedule Number:</u>	<u>1220</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Special Parking Permits	1997	2001	2	0	0.5	Paper	Paper

Division: John F Kennedy Memorial Highway

<u>Schedule Number:</u>	<u>1553</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Time Sheets	1999	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Leasing & Insurance

Schedule Number: 707-8

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Titles & Bills of Sale Files	1980	2000	6	0	1	Paper	Paper

Division: Legal Office

Schedule Number: 1158

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
State Intervention in U.s. Dot Proceedings	1990	2001	4	0	0.5	Paper	
Claims/litigation Records	1985	2001	8	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Location

<u>Schedule Number:</u>	<u>178</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Aerial Photographs & Photogrammetric Sheets	1995	2001	5	0	2.5	Paper	Paper

Division: Marketing & Development

<u>Schedule Number:</u>	<u>1160</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Statistics	1990	2001	10	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Maryland Port Admin

<u>Schedule Number:</u>	<u>627</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1992	2001	4	0	1	Paper	Paper

Division: Office Engineer

<u>Schedule Number:</u>	<u>166</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		State Forces & Prison Labor Authorization	1992	2001	4	0	5	Paper	Paper
		Projects Advertised	1995	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Office of Administration

<u>Schedule Number:</u>	<u>1543</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Official Statement	1996	2001	4	0	1	Paper	Paper
		Bound Transcript	1985	2001	5	0	0.5	Paper	Paper

Division: Office of Administrative Services

<u>Schedule Number:</u>	<u>1696</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Organization & Function Manual	1978	1998	2	0	1	Paper	Electronic Fil
		Accounting Records	1996	1998	2	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Office of Administrative Services

<u>Schedule Number:</u>	<u>1696</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Records Management	1997	1997	1	0	1	Paper	Paper
		Policies & Directives	1987	2000	6	0	1	Paper	Paper

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>1162cs</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Terminal Expansion Program	1990	2001	6	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>1162ga</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Helipad/heliport Files	1998	2001	3	0	1	Paper	Paper
		Air Schools Files	1998	2001	3	0	1	Paper	Paper
		Maryland Aeronautical Map	1999	2001	1	0	0.5	Paper	Paper
		Airport Files	1998	2001	3	0	1	Paper	Paper

Division: Office of Airport Operations

<u>Schedule Number:</u>	<u>1162msa</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Books of Final Entry	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Office of Assistant Attorney General

<u>Schedule Number:</u>	<u>1034</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Files	1972	2001	4	0	0.5	Paper	Paper
		Vehicle Dealer & Assurance Fund Hearing Files	1985	2001	7	0	1	Paper	Paper
		Subject Files	1990	2001	5	0	1	Paper	Paper
		Administrative Appeal Files	1980	2001	10	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Office of Assistant to Chief Engineer

<u>Schedule Number:</u>	<u>270</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Utilities Permits	1994	2001	5	0	2	Paper	Paper

Division: Office of Financial Planning & Budget

<u>Schedule Number:</u>	<u>775</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1994	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Office of Management Services & Audits

<u>Schedule Number:</u>	<u>1517</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Auditing Records	1990	2001	5	0	0.5	Paper	Paper

Division: Office of Minority Business Enterprise

<u>Schedule Number:</u>	<u>1980</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Minority Business Enterprise (MBE)/Disadvantaged Business Enterprise (DBE) Files	1995	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Office of Risk Management

<u>Schedule Number:</u>	<u>1691</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Hazardous Waste Manifests/reports	1996	2001	4	0	1	Paper	Paper

Division: Office of the Administrator

<u>Schedule Number:</u>	<u>762</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Admin Correspondence	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Planning & Engineering

<u>Schedule Number:</u>	<u>1161de</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Real Estate Maps	1980	2001	4	0	1	Paper	Paper
		As-build Drawings	1975	2001	15	0	2.5	Paper	Microfiche

Division: Planning & Engineering

<u>Schedule Number:</u>	<u>1161la</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Option Contract	1998	2001	3	0	1	Microfich	Microfiche
		Deeds	1998	2001	3	0	1	Microfich	Microfiche
		Certificate of Title	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Planning & Facilities Development

<u>Schedule Number:</u>	<u>1456</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Deeds	1970	2001	5	0	0.5	Paper	Paper

Division: Planning & Preliminary Engineering

<u>Schedule Number:</u>	<u>1195</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Photolog-pictures of State Highway System	1995	2001	6	0	2	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Planning & Research Dept

<u>Schedule Number:</u>	<u>707-2</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Letter of Permission File	1998	2001	1	0	1	Paper	Paper
		Permit File	1990	2001	4	0	1	Paper	Paper
		Permit Index Card File	1990	2001	2	0	1	Paper	Paper

Division: Police

<u>Schedule Number:</u>	<u>1692</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Rosters	1990	2001	6	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Police

<u>Schedule Number:</u>	<u>1692</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Civilian Work & Leave Records	2000	2001	2	0	0.5	Paper	Paper
		Attorney General's Opinions	1975	2001	8	0	1	Paper	Paper

Division: Port Promotion

<u>Schedule Number:</u>	<u>707-11</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Historical File	1990	1991	4	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Records Management

<u>Schedule Number:</u>	<u>710</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Retention Schedule File	1989	1989	1	0	1	Paper	Paper
		Forms Management File	1982	1994	2	0	1	Paper	Paper

Division: Regional & Intermodal Planning

<u>Schedule Number:</u>	<u>1800</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence & Admin Files	1996	2001	4	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Regional & Intermodal Planning

<u>Schedule Number:</u>	<u>1800</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Public/private Third-party Agreements	1996	2001	4	0	1	Paper	Paper
		State Route Files	1995	2001	3	0	1	Paper	Paper
		Road Transfers	1996	2001	4	0	1	Paper	Paper

Division: Right of Way

<u>Schedule Number:</u>	<u>311</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Right-of-way Ledger Sheets	1995	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Right of Way

Schedule Number: 311

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Base Right-of-way File	1994	2001	5	0	1	Paper	Paper

Division: Right-of-way

Schedule Number: 168

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Master Plats	1990	2001	5	0	1	Paper	Paper
Survey Book - Calculation Sheet	1995	2001	5	0	1	Paper	Paper
Sub-division Plats	1992	2001	4	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Right-of-way

Schedule Number: 168

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Tracings	1996	2001	4	0	1	Paper	Paper
Authorizations	1995	2001	5	0	1	Paper	Paper
Condemnation Report	1980	2001	8	0	1	Paper	Paper
Route Folders	1982	2001	8	0	1	Paper	Paper
Record of Conveyances	1980	2001	8	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Traffic

<u>Schedule Number:</u>	<u>172</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Traffic Count Records	1996	2001	2	0	0.5	Paper	Paper

Division: Traffic

<u>Schedule Number:</u>	<u>173</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Tax Distribution Records	1992	2001	4	0	0.5	Paper	Paper
		Road Life File	1990	2000	5	0	0.5	Paper	Paper
		Special Studies	1996	2001	4	0	1	Paper	Paper
		Correspondence	1998	2001	3	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

Department of Transportation

Division: Transportation Safety

Schedule Number: **868**

<u>Series</u> <u>Description</u>	<u>From</u> <u>Year</u>	<u>To</u> <u>Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated</u> <u>Media</u>
Highway Safety Program Files	1995	2001	4	0	0.5	Paper	Paper

Division: Tunnel Administration

Schedule Number: **1551**

<u>Series</u> <u>Description</u>	<u>From</u> <u>Year</u>	<u>To</u> <u>Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated</u> <u>Media</u>
Organizational & Functional Manuals	1992	2000	2	0	0.5	Paper	Paper

Totals for Agency: Department of Transportation

589.5 0 128

Statewide Records Inventory for Permanent Records

Executive Department

Division: Office of the Secretary of State

<u>Schedule Number:</u>	<u>1891</u>	<u>Series</u> <u>Description</u>	<u>From</u> <u>Year</u>	<u>To</u> <u>Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated</u> <u>Media</u>
		Extraditions & Requisitions	1996	2001	1.5	0	6.5	Paper	Paper
		Housing Authority Files	1990	2001	0	2	1	Paper	Paper
		Governor's Commissions	1990	2001	1	0	0.5	Floppy D	None
		Administrative Files	1999	2001	2	0.6	0.5	Paper	Paper
		Condominium Files	1980	2001	6	92	10	Paper	Paper
		Trade & Service Mark Files	1990	2001	12.5	8	0	Paper	Paper
		Returnable Containers & Laundry Mark Files	1990	2001	2	0	0	Paper	Paper
		Maryland Military Monuments Commissions	1989	2001	0.5	0.5	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Executive Department

Division: Office of the Secretary of State

<u>Schedule Number:</u>	<u>1891</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Insignia Files	1990	2001	0.5	2	0.5	Paper	Paper

Division: State Documents

<u>Schedule Number:</u>	<u>1667</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Maryland Register-regulations	1996	2001	36	0	10	Paper	Paper
		Code of Maryland Regulations	1976	2001	122	0	5	Paper	Paper

Statewide Records Inventory for Permanent Records

Executive Department

Division: State Documents

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1667</u>	Memoranda, Directives, & Other Documents Relating to the Administration of Dsd	1974	2001	42	0	1	Paper	Paper
Totals for Agency:	Executive Department			226	105.1	35		

Statewide Records Inventory for Permanent Records

Maryland Environmental Service

Division: Administration & Finance/Accounting

<u>Schedule Number:</u>	<u>1573</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	2000	2001	4	0	0	Paper	

Division: Administration & Finance/Personnel

<u>Schedule Number:</u>	<u>1574</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel ID. Number (Pin)	2000	2001	1	0	0	Paper	Paper

Totals for Agency: **Maryland Environmental Service**

5 0 0

Statewide Records Inventory for Permanent Records

Maryland Higher Education Commission

Division: Accounting/Management Services

<u>Schedule Number:</u>	<u>1885</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1997	2000	11	51	8	Paper	Paper

Division: Administration-Personnel

<u>Schedule Number:</u>	<u>1881</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Id Number (Pin)	1960	2001	1	0	0	None	None

Statewide Records Inventory for Permanent Records

Maryland Higher Education Commission

Division: Board of Trustees

<u>Schedule Number:</u>	<u>1902</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Board of Trustee Minutes	1996	2001	1	0	0	Paper	Paper
		General Correspondence	1989	2001	1	0	0	Paper	Paper

Division: Development/Alumni/Foundation

<u>Schedule Number:</u>	<u>1925</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence & Office Files 1987	1998	2001	2.5	0	2	Paper	Paper

Statewide Records Inventory for Permanent Records

Maryland Higher Education Commission

Division: Financial Aid, Veteran, & Scholarships Office

<u>Schedule Number:</u>	<u>1920</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence & Office Files 1967	1997	2001	20	0	1	Paper	Paper

Division: Grants Development

<u>Schedule Number:</u>	<u>1911</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1997	2001	10	0	2	Paper	Paper

Statewide Records Inventory for Permanent Records

Maryland Higher Education Commission

Division: Maryland Higher Education Commission

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1834</u>	Records of Defunct Private Career Schools	1985	2001	242	0	0		

Division: Maryland Higher Education Commission

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1880</u>	Construction Project Files	1995	2001	12.5	0	2	Paper	Paper
	General Administration Files	1990	2001	20	0	4	Paper	CD

Statewide Records Inventory for Permanent Records

Maryland Higher Education Commission

Division: Office of the Secretary

<u>Schedule Number:</u>	<u>1884</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Commission Agenda Books	1989	2001	4	0	1	Paper	Paper
Totals for Agency:	Maryland Higher Education Commission				325	51	20		

Statewide Records Inventory for Permanent Records

Maryland Insurance Administration

Division: Executive Direction

<u>Schedule Number:</u>	<u>1787</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Regulations	1999	2001	15	0	17	Paper	Paper
		General Correspondence & Administrative Files	1997	2001	44	0	44	Paper	Paper

Division: Insurance Fraud

<u>Schedule Number:</u>	<u>1797</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Insurance Fraud	1997	2001	100	0	15	Paper	Paper

Statewide Records Inventory for Permanent Records

Maryland Insurance Administration

Division: Licensing Compliance & Investigation

<u>Schedule Number:</u>	<u>1796</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Investigative Files	1992	2001	30	0	3	Paper	Paper

Division: Life & Health

<u>Schedule Number:</u>	<u>1791</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Approved Forms File	1992	2001	173	0	7.5	Paper	Paper
		Correspondence Files	2000	2001	5	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Maryland Insurance Administration

Division: Office of the Attorney General

<u>Schedule Number:</u>	<u>1788</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1998	2001	10	0	10	Paper	None

Division: Office of the Chief Actuary

<u>Schedule Number:</u>	<u>1789</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Administrative Correspondence	1992	2001	88	0	10	Paper	Paper

Totals for Agency:	Maryland Insurance Administration				465	0	106.5		
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Statewide Records Inventory for Permanent Records

Maryland Public Broadcasting Commission

Division: Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>727</u>	General Ledgers	1975	2001	4	0	0.2	Paper	CD
	Audit Reports (External)	1975	2000	4	0	0.1	Paper	CD
Totals for Agency:	Maryland Public Broadcasting Commission			8	0	0.3		

Statewide Records Inventory for Permanent Records

Maryland State Archives

Division: Archival Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>339</u>	Registration Record	1935	2001	28	0	0.3	Paper	Electronic Fil
	General Correspondence (Research Room)	1939	2001	740	0	25	Paper	Electronic Fil
	Repair Slips	1936	2001	2	0	0.3	Paper	Electronic Fil

Division: General Administration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>338</u>								

Statewide Records Inventory for Permanent Records

Maryland State Archives

Division: General Administration

Schedule Number: 338

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Minute Books	1935	2001	2	0	0.3	Paper	Electronic Fil
Daily Log Books	1947	1986	5.3	0	0	Paper	
Staff Reports	1935	1947	0.5	0	0	Paper	
General File	1935	2001	833	0	30	Paper	Electronic Fil
Record of Employees' Salaries & Payroll Ledger	1936	2001	26	0	1	Paper	Electronic Fil
Opening Journal Entries	1944	1952	0.5	0	0	Paper	

Statewide Records Inventory for Permanent Records

Maryland State Archives

Division: Hall of Records Commission General Administrati

<u>Schedule Number:</u>	<u>965</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1936	2001	70.5	0	2	Paper	Electronic Fil
Totals for Agency:	Maryland State Archives				1707.8	0	58.9		

Statewide Records Inventory for Permanent Records

Maryland State Board of Elections

Division: State Administrative Board of Election Laws

<u>Schedule Number:</u>	<u>1066</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Sabel Regulations & Directives	1973	2001	4	0	0.5	Paper	Paper
		Ballot Materials Files	1996	2001	15	0	3	Paper	Paper
		State Administrative Board of Election Laws Minutes	1980	2001	2	0	0.5	Paper	Electronic Fil
		Sabel Campaign Financing & Candidacy Records	1995	2001	166	0	10	Paper	Electronic Fil
		State Administrative Board of Election Laws Litigation	1981	2001	4	0	0.5	Paper	Paper
		Sabel Voter Registration Statistics	1956	2001	14	0	1.5	Paper	Electronic Fil
		General Administrative Correspondence File	1998	2001	2	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Maryland State Board of Elections

Division: State Administrative Board of Election Laws

<u>Schedule Number:</u>	<u>1066</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Local Boards Minutes	1995	2001	2	0	0.5	Paper	Paper
		Accounting Records	1997	2001	36	0	10	Paper	Paper
		Election Canvass Sheets	1996	2001	16	0	7	Paper	Paper
Totals for Agency:	Maryland State Board of Elections				261	0	34		

Statewide Records Inventory for Permanent Records

Maryland State Ethics Commission

Division: State Ethics Commission

<u>Schedule Number:</u>	<u>1084</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Complaint Files	1979	2001	60	0	2	Paper	Paper
		Ethics Financial Disclosure Reports	1979	2001	240	0	3	Paper	Electronic Fil
		Advisory Opinions	1979	2001	22	0	1	Paper	Paper
		Local Government Ethics Laws	1980	2001	8	0	0.5	Paper	Electronic Fil
		Local Government General Information	1980	2001	1	0	0.3	Paper	Paper
		Conflict of Interest - Title 3	1979	2001	10	0	2	Paper	Paper
		Financial Disclosure - General Development Files	1979	2001	0.5	0	0	Paper	Paper
		Agency Financial Disclosure Correspondence	1979	2001	20	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Maryland State Ethics Commission

Totals for Agency: Maryland State Ethics Commission	361.5	0	9.3
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Statewide Records Inventory for Permanent Records

Maryland State Lottery Agency

Division: Maryland State Lottery Agency

<u>Schedule Number:</u>	<u>766</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Director's General Correspondence	1985	2001	10	2	3	Paper	Paper
		Administrative Subject Files	1985	2001	1	3	2	Paper	Paper
Totals for Agency:	Maryland State Lottery Agency				11	5	5		

Statewide Records Inventory for Permanent Records

Maryland State Prosecutor's Office

Division: Maryland State Prosecutor's Office

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1038</u>	Administrative Records	1994	2001	36	10	0	Paper	None
Totals for Agency:	Maryland State Prosecutor's Office			36	10	0		

Statewide Records Inventory for Permanent Records

Maryland State Tax Court

Division: Maryland Tax Court

Schedule Number: 1617

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Accounting Records	1995	2001	8	0	0	Paper	Paper
Appeals Dockets	1959	1997	20	0	0	Paper	Electronic Fil
Tax Appeal Files	1997	2001	210	0	0	Paper	Paper
Totals for Agency: Maryland State Tax Court			238	0	0		

Statewide Records Inventory for Permanent Records

Office of Public Defender

Division: Central & District Offices

<u>Schedule Number:</u>	<u>1441</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Accounting Records	1997	2001	175	0	2	Paper	None
Totals for Agency:	Office of Public Defender				175	0	2		

Statewide Records Inventory for Permanent Records

Office of the Attorney General

Division: Office of the Attorney General

<u>Schedule Number:</u>	<u>1646</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel	1979	2001	158	0	5	Paper	Paper
		Bonds	1985	2001	167	0	14	Paper	Paper
		Civil Litigation	1970	2001	3918.5	0	111	Paper	
		Publications	1995	2001	12	0	0	Paper	Paper
		Accounting Records	1980	2001	19	0	5	Paper	Paper
		Office Administration	1985	2001	75	0	5	Paper	Paper
		Securities	1997	2001	1029.5	0	0	Paper	
		Regulations	1977	2001	39.5	0	5	Paper	Paper

Statewide Records Inventory for Permanent Records

Office of the Attorney General

Division: Office of the Attorney General

<u>Schedule Number:</u>	<u>1646</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Legislation	1977	2001	237	0	27	Paper	Paper
		Opinions of the Attorney General	1916	2001	169.5	0	16	Paper	Paper
		Investigations	0	0	909.5	0	141.5	Paper	Paper
		Agreements	1977	2001	134.5	0	20.5	Paper	Paper
		Administrative Proceedings	1980	2001	1011.5	0	92		
		Criminal Appellate & Habeas Corpus Litigation	1964	2001	2408.5	0	193	Paper	Microfilm
		Criminal Prosecutions	0	0	2243	0	368	Paper	Paper
		The Attorney General's Papers	1984	2001	85	0	10.5	Paper	Paper

Statewide Records Inventory for Permanent Records

Office of the Attorney General

Totals for Agency:	Office of the Attorney General	12617	0	1013.5
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Statewide Records Inventory for Permanent Records

Office of the Comptroller

Division: Alcohol & Tobacco Tax

<u>Schedule Number:</u>	<u>1407</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Internal & Industry Reports, Schedules - Alcohol	1989	2001	12	20	3	Paper	Paper
		License & Permit-application & Renewal	1992	2001	80	87	5	Paper	Paper
		Personnel Records & Master Leave Records	1995	2001	2	4	1	Paper	Paper

Division: Data Processing

<u>Schedule Number:</u>	<u>2064</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Permanent Records

Office of the Comptroller

Division: Data Processing

<u>Schedule Number:</u>	<u>2064</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence & Administrative Files	1986	2001	102	2	5	Paper	

Division: General Accounting

<u>Schedule Number:</u>	<u>1804</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Correspondence Files	1994	2001	28	0	4	Paper	Paper
		Compute Security Forms, Authorizations, Reports	2001	2001	1	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Office of the Comptroller

Division: General Accounting

Schedule Number: 1804

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
State Audit Reports by Independent Auditors	1997	2000	2	2	0	Paper	Paper
Special Bank Account Records	1968	2001	8	0	1	Paper	Paper
General Correspondence	1980	2001	20	27	3	Paper	Paper
Annual Report	1990	2000	0	10	1	Paper	Paper
General Correspondence Files	1993	2001	32	0	8	Paper	Paper
Reports of Audits Conducted by Independent Auditors	1990	2001	6	5	1.1	Paper	Paper
Closing Statements (Year-end)	2000	2001	5	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

Office of the Comptroller

Division: General Office

<u>Schedule Number:</u>	<u>543</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Audit Reports & Record of Audit Reports	1994	2000	0.5	0	0	Paper	Paper

Division: General Office - Annuity Bond Fund Reserve

<u>Schedule Number:</u>	<u>515</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Annuity Bond Fund Reserve Account	1962	2000	2	3	0.1	Paper	Paper

Statewide Records Inventory for Permanent Records

Office of the Comptroller

Division: General Office - Fidelity Bonds

<u>Schedule Number:</u>	<u>Series</u> <u>Description</u>	<u>From</u> <u>Year</u>	<u>To</u> <u>Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated</u> <u>Media</u>
<u>544</u>	Official Bond	1974	2001	2	0	1	Paper	Paper
Totals for Agency:	Office of the Comptroller			302.5	160	33.2		

Statewide Records Inventory for Permanent Records

Orphans' Court and Register of Wills

Division: Administrative Office

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
662aor	General Administrative Correspondence	1999	2001	1	0	1	Paper	Paper
Totals for Agency:	Orphans' Court and Register of Wills			1	0	1		

Statewide Records Inventory for Permanent Records

St. Mary's College of Maryland

Division: ??

<u>Schedule Number:</u>	<u>1395</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Financial Aid	1996	2001	32	0	3	Paper	Paper
		Advancement Office	1903	2001	289.8	219	21.2	Paper	Paper
		Physical Plant	1924	2001	151	16	14.6	Paper	Paper
		Registrar	1903	2001	64	79	3.8	Paper	Paper
		Board of Trustees Minutes	1900	2001	7.5	6	0.5	Paper	Paper
		Administrative Services	1928	2001	18.5	3	2.5	Paper	Paper
		Personnel	1925	2001	76	9	5	Paper	Paper
		President's Office	1900	2001	62.7	15	8.5	Paper	Paper

Statewide Records Inventory for Permanent Records

St. Mary's College of Maryland

Division: ??

<u>Schedule Number:</u>	<u>1395</u>	<u>Series</u> <u>Description</u>	<u>From</u> <u>Year</u>	<u>To</u> <u>Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated</u> <u>Media</u>
		Natural Science & Mathematics	1995	2001	20.5	0	0.1	Paper	Paper
		Comptroller	1979	2001	1.5	0	0.1	Paper	Paper
Totals for Agency:	St. Mary's College of Maryland				723.5	347	59.3		

Statewide Records Inventory for Permanent Records

University System Bowie State

Division: Academic Affairs

<u>Schedule Number:</u>	<u>1536</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1999	2001	22	0	0	Paper	Paper
		Academic Affairs Office	0	2001	67	0	6	Paper	Paper

Division: Admissions, Records & Registration

<u>Schedule Number:</u>	<u>1316</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Original Grade Roster	1970	2001	12.5	8	1	Paper	Paper
		Changes of Grades	1970	2001	3	8	0	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Bowie State

Division: Admissions, Records & Registration

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1316</u>	General Correspondence	2000	2001	4	0	0	Paper	Paper

Division: Business & Finance

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1313</u>	General Correspondence	1999	2001	7	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Bowie State

Division: Business Office

Schedule Number: 644

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
Accounting Records	1992	2000	35	0	3	Paper	Paper

Division: Financial Aid Office

Schedule Number: 1315

<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
General Correspondence	1999	2001	1	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Bowie State

Division: Human Resources

<u>Schedule Number:</u>	<u>1314</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Personnel Id Number (Pin)	0	2001	10	0	1	Paper	Paper

Division: Student Affairs

<u>Schedule Number:</u>	<u>1535</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1999	2001	21	0	0	Paper	Paper

Totals for Agency:	University System Bowie State				182.5	16	11		
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Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Academic Deans/graduate School

<u>Schedule Number:</u>	<u>1067</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	28.8	2.8	0	Paper	Paper

Division: Academic Services

<u>Schedule Number:</u>	<u>1087</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	11.5	6	0	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Accounting

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1097</u>	General Correspondence	1995	0	7.5	0	0.5	Paper	Paper

Division: Administrative Service, Vice President

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1060</u>	General Correspondence	1990	0	3.5	0	3	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Affirmative Action/EEO

<u>Schedule Number:</u>	<u>1079</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1969	0	20	5	1.5	Paper	Paper

Division: Alumni Office

<u>Schedule Number:</u>	<u>1089</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	1.5	0	19	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Assistant to the President

<u>Schedule Number:</u>	<u>1090</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	6	0	5	Paper	Paper

Division: Auxiliary Services & Conference

<u>Schedule Number:</u>	<u>1472</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	4	0	2	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Biology

<u>Schedule Number:</u>	<u>1098</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	5	0	1	Paper	Paper

Division: Budget Office

<u>Schedule Number:</u>	<u>1057</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	3.5	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Career Services

<u>Schedule Number:</u>	<u>1069</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	16	0	1.5	Paper	Paper

Division: Chemistry

<u>Schedule Number:</u>	<u>1115</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	6	0	2	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Communication & Theatre Arts

<u>Schedule Number:</u>	<u>1113</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	6	0	2	Paper	Paper

Division: Computer Science

<u>Schedule Number:</u>	<u>1100</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	7.5	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Computing Services & Telecommunications

<u>Schedule Number:</u>	<u>1127</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	35	0	2	Paper	Paper

Division: Counseling

<u>Schedule Number:</u>	<u>1071</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	100	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Duplicating/Mail

<u>Schedule Number:</u>	<u>1086</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	6.5	0	0.5	Paper	Paper

Division: Economics

<u>Schedule Number:</u>	<u>1072</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	7.1	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Educational Professions

<u>Schedule Number:</u>	<u>1073</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	36	0	4.5	Paper	Paper

Division: English

<u>Schedule Number:</u>	<u>1074</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	5	0	0.3	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Financial Aid

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1075</u>	General Correspondence	1990	0	12	0	0	Paper	Paper

Division: Foreign Languages & Literature

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1101</u>	General Correspondence	1995	0	58	0	9.5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Geography

<u>Schedule Number:</u>	<u>1102</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	6.5	0	0.5	Paper	Paper

Division: Health, Physical Education & Recreation

<u>Schedule Number:</u>	<u>1103</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	24	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: History

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1104</u>	General Correspondence	1995	0	12	0	1.5	Paper	Paper

Division: Institutional Research & Planning

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1117</u>	Reports	1995	0	25	0	1	Paper	Paper
	General Correspondence	1995	0	4.5	0	0.2	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Institutional Technology Support Center

<u>Schedule Number:</u>	<u>1099</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	8	0	0.5	Paper	Paper

Division: Lane Center

<u>Schedule Number:</u>	<u>1082</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	5	1	0.1	Paper	Paper
		Operations	1995	0	7.5	2.5	0.5	Paper	Paper
		Fraternity/sorority	1995	0	6	1.5	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Lane Center

<u>Schedule Number:</u>	<u>1082</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Campus Activities Board	1995	0	6.8	0.5	0	Paper	Paper
		Publications	1995	0	2.9	0.5	0	Paper	Paper
		Organization Files	1995	0	1.5	0.5	0	Paper	Paper
		Administrative Records	1995	0	9.9	1	0	Paper	Paper

Division: Library

<u>Schedule Number:</u>	<u>1092</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
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Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Library

<u>Schedule Number:</u>	<u>1092</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	19	0	1	Paper	Paper

Division: Mathematics

<u>Schedule Number:</u>	<u>1106</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	12	0	1.5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: MBA Program

<u>Schedule Number:</u>	<u>1105</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	12	0	1.5	Paper	Paper

Division: Music

<u>Schedule Number:</u>	<u>1108</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	14	0	1.5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Office of Field Experiences

<u>Schedule Number:</u>	<u>1118</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	2	0	0.5	Paper	Paper

Division: Personnel Services

<u>Schedule Number:</u>	<u>1059</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1973	0	25	13	3.3	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Philosophy

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1107</u>	General Correspondence	1995	0	7.5	0	0.5	Paper	Paper

Division: Physical Plant

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1077</u>	General Correspondence	1962	0	45	0	1	Paper	Paper
	Miscellaneous	1979	0	22	0	1	Paper	Paper
	Building Specs & Information	1958	0	25	0	5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Physical Plant

<u>Schedule Number:</u>	<u>1077</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Maps & Blueprints	1950	0	50	0	5	Paper	Paper

Division: Physics

<u>Schedule Number:</u>	<u>1119</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	50	0	2	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Political Science

<u>Schedule Number:</u>	<u>1109</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	8	0	5	Paper	Paper

Division: President's Office

<u>Schedule Number:</u>	<u>1078</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	15	5	0	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Psychology

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1110</u>	General Correspondence	1995	0	31	0	1.5	Paper	Paper

Division: Public Safety

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1096</u>	General Correspondence	1995	0	4.5	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Registrar's Office

<u>Schedule Number:</u>	<u>1094</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1985	0	30	0	1	Paper	Paper
		Student Records - Grade Rosters	1985	0	30	0	1	Paper	Paper

Division: Residence Life

<u>Schedule Number:</u>	<u>1095</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	31	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Sociology

<u>Schedule Number:</u>	<u>1111</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	20	0	1.5	Paper	Paper

Division: Special Programs & Continuing Education

<u>Schedule Number:</u>	<u>1112</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	15	0	1.5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Student & Educational Services

<u>Schedule Number:</u>	<u>1076</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	21	0	0.3	Paper	Paper

Division: Student Human Relations

<u>Schedule Number:</u>	<u>1120</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	10	0	2	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Student Special Services

<u>Schedule Number:</u>	<u>1121</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	50	0	2	Paper	Paper

Division: University Advancement

<u>Schedule Number:</u>	<u>1116</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	7	0	0.2	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Upward Bound

<u>Schedule Number:</u>	<u>1122</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	5	0	2	Paper	Paper

Division: Vice President. for Academic Affairs

<u>Schedule Number:</u>	<u>1123</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1995	0	20	0	2	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Frostburg State

Division: Visual Arts

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1068</u>	General Correspondence	1995	0	141.5	0	0.2	Paper	Paper
Totals for Agency:	University System Frostburg State			1228.5	39.3	107.1		

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Academic Information Technology Services

<u>Schedule Number:</u>	<u>1878</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1992	2001	8.8	0	1	Paper	Paper

Division: Administrative Affairs

<u>Schedule Number:</u>	<u>1506</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1987	2001	30	0	7.5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Administrative Computer Center

<u>Schedule Number:</u>	<u>1538</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1989	2001	250	0	25	Paper	Paper

Division: Architecture, Engineering & Construction

<u>Schedule Number:</u>	<u>2019</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Campus & Project Photography	1986	2001	125	0	17.5	Microfil	Microfilm
		Construction Documents	1930	2001	397	0	20	Paper	Paper
		As-build Drawings	1930	2001	16	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Architecture, Engineering & Construction

<u>Schedule Number:</u>	<u>2019</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Campus Maps	1930	2001	85	0	5	Paper	Paper
		Design Files	1930	2001	62	0	2	Paper	Paper
		General Files	1982	2001	112	0	16	Paper	Paper

Division: Budget & Fiscal Analysis

<u>Schedule Number:</u>	<u>1898</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Finance Committee Files	1994	2001	13	0	9	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Budget & Fiscal Analysis

<u>Schedule Number:</u>	<u>1898</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1994	2001	10	0	1	Paper	Paper

Division: College of Agriculture & Natural Resources

<u>Schedule Number:</u>	<u>1877</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1973	2001	1	2	5	Paper	None

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: College of Journalism Business Office

<u>Schedule Number:</u>	<u>1832</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1995	2001	5	0	1	Paper	Paper

Division: Comptroller, Cost & Contract & Grant Accounting

<u>Schedule Number:</u>	<u>1929</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1979	2001	5	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Comptroller, Payroll Services

<u>Schedule Number:</u>	<u>2090</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Departmental Meeting Minutes	1996	2001	4	0	0.5	Paper	Paper
		General Files	1976	2001	50	0	2	Paper	Paper

Division: Environmental Safety

<u>Schedule Number:</u>	<u>1597</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1970	2001	19	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Fire & Rescue Institute

<u>Schedule Number:</u>	<u>1587</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1988	2001	18	0	2	Paper	Paper

Division: Human Relations Programs

<u>Schedule Number:</u>	<u>2075</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Diversity Initiative Files	1996	2001	2	0	1	Paper	Paper
		Sexual Harassment Workshop Files	1996	2001	2	0	1	Paper	Electronic Fil
		General Files	1996	2001	2.5	0	1.5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Human Relations Programs

<u>Schedule Number:</u>	<u>2075</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Departmental Publications	1996	2001	2.5	0	1.5	Paper	Paper

Division: Intercollegiate Athletics

<u>Schedule Number:</u>	<u>2033</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1985	2001	100	0	5	Paper	Paper
		Photographs	1950	2001	5	12	1	Paper	CD
		Video Tapes	1986	2001	35	8	3	None	None

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Intercollegiate Athletics

<u>Schedule Number:</u>	<u>2033</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Donor Files	1940	2001	22	12	2	Paper	Paper
		Departmental Meeting Minutes	1989	2001	2	0	0.5	Paper	Paper

Division: Libraries

<u>Schedule Number:</u>	<u>1590</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Photocopy Center	1993	2001	20	26	4	Paper	Paper
		Donor Files	1941	2001	67	0	4	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Libraries

<u>Schedule Number:</u>	<u>1590</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1979	2001	425	18	30	Paper	Paper

Division: Mail Services

<u>Schedule Number:</u>	<u>1509</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1990	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Motor Transportation

<u>Schedule Number:</u>	<u>1510</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1990	2001	4	0	1	Paper	Paper

Division: Office of Comptroller, General Accounting

<u>Schedule Number:</u>	<u>2061</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1985	2001	25	0	5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Office of the Bursar

<u>Schedule Number:</u>	<u>1507</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1987	2001	10	0	2	Paper	Paper

Division: Personnel Services

<u>Schedule Number:</u>	<u>1503</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1980	2001	100	0	20	Paper	Paper
		Payroll Records & Financial Records	1985	2001	22	0	1	Paper	Paper

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University System of Maryland College Park

Division: Photo Services

<u>Schedule Number:</u>	<u>1512</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1990	2001	7	0	5	Paper	Paper

Division: Physical Plant

<u>Schedule Number:</u>	<u>1504</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1972	2001	200	0	13	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Police/fiscal Services

<u>Schedule Number:</u>	<u>1835</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1994	2001	3.5	0	0.5	Paper	Paper

Division: President's Legal Office

<u>Schedule Number:</u>	<u>1852</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Contract Files	1997	2001	13	0	2	Paper	Paper
		Case Files	1997	2001	27	0	5	Paper	Paper
		General Files	1998	2001	21	0	4	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Printing Services

<u>Schedule Number:</u>	<u>1514</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1990	2001	10	0	2	Paper	Paper

Division: Procurement & Supply

<u>Schedule Number:</u>	<u>1502</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1990	2001	155	0	13	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Reprographics

<u>Schedule Number:</u>	<u>1501</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1990	2001	7	0	2	Paper	Paper

Division: Resources Planning & Budget

<u>Schedule Number:</u>	<u>1508</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Correspondence	1978	2001	19	0	100	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: System Control

<u>Schedule Number:</u>	<u>2087</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1996	2001	3.5	0	0.5	Paper	Paper

Division: Terp Services

<u>Schedule Number:</u>	<u>1893</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1995	2001	2	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

University System of Maryland College Park

Division: Volunteer Fire Dept

<u>Schedule Number:</u>	<u>1580</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1997	2001	5	0	0.3	None	None
		Donor Files	1997	2001	0.2	0	0.1	Paper	Paper
		Audit Files	1997	2001	4	0	0.3	None	None
		Human Resources Records	1970	2001	24	0	0.5	None	None
Totals for Agency:	University System of Maryland College Park				2560	78	351.2		

Statewide Records Inventory for Permanent Records

University System Salisbury State

Division: ??

<u>Schedule Number:</u>	<u>2022</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1925	2001	27.5	0	0	Paper	

Division: Administrative Services

<u>Schedule Number:</u>	<u>1934</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1995	2001	22.1	0	1.2	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Salisbury State

Division: Athletics

<u>Schedule Number:</u>	<u>1937</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1994	2001	17	0	0		

Division: Book Store

<u>Schedule Number:</u>	<u>1938</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1997	2001	80	0	0	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Salisbury State

Division: Budget/Audit Office

<u>Schedule Number:</u>	<u>1939</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1994	2000	3	0	0.5	Paper	Floppy Disks

Division: Campus Recreation

<u>Schedule Number:</u>	<u>1940</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1995	2001	2	5	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Salisbury State

Division: Career Services

<u>Schedule Number:</u>	<u>1941</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1996	2001	16	0	0		

Division: Cashier's Office

<u>Schedule Number:</u>	<u>1945</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1999	2001	4	6	0	Paper	None

Statewide Records Inventory for Permanent Records

University System Salisbury State

Division: Central Stores

<u>Schedule Number:</u>	<u>1948</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Other Work Orders	1990	2001	45.5	164.8	2	Paper	Paper
		General Files	1999	2001	4	4	0.5	Paper	Paper

Division: Computer Services

<u>Schedule Number:</u>	<u>1960</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1996	2001	8	0	1	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Salisbury State

Division: Conference Planning

<u>Schedule Number:</u>	<u>1949</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1993	2001	16	1	5	Paper	Paper

Division: Dean of Students

<u>Schedule Number:</u>	<u>1950</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1980	2001	8	0	0	Paper	None

Statewide Records Inventory for Permanent Records

University System Salisbury State

Division: Dining Services

<u>Schedule Number:</u>	<u>1952</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1995	2001	12.9	80	30		Paper

Division: Duplication Services

<u>Schedule Number:</u>	<u>1951</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1997	2000	2	0	2	Paper	

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University System Salisbury State

Division: Eastern Shore

<u>Schedule Number:</u>	<u>1953</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1995	2001	4.5	2	0	Paper	Paper

Division: Financial Aid

<u>Schedule Number:</u>	<u>1956</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1988	2001	10	0	3	None	None

Statewide Records Inventory for Permanent Records

University System Salisbury State

Division: Grants & Sponsored Research

<u>Schedule Number:</u>	<u>1964</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1985	2001	7	0	0		

Division: Guerrieri University Center Office

<u>Schedule Number:</u>	<u>1965</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1994	2001	64	0	6	Paper	Paper

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University System Salisbury State

Division: Housing Office

<u>Schedule Number:</u>	<u>1967</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1998	0	14	0	0		

Division: Human Resources

<u>Schedule Number:</u>	<u>1968</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1991	2001	2.5	0	0.5	Paper	Paper

Statewide Records Inventory for Permanent Records

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Division: Institutional Accountability & Research

<u>Schedule Number:</u>	<u>1977</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1990	2001	40	0	0	Paper	Paper

Division: Institutional Advancement

<u>Schedule Number:</u>	<u>1975</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1984	2001	14	120	0		
		Donor Files	1990	2001	32	0	0		
		Endowment Fund Records	1984	2001	2	2	0		

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Division: Institutional Advancement

<u>Schedule Number:</u>	<u>1975</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		Capital Campaign	1996	2001	2	2	0		
		Special Project Files	1989	2001	2	0	0		

Division: Inventory

<u>Schedule Number:</u>	<u>1982</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1992	2001	7.7	0	2	Paper	Paper

Statewide Records Inventory for Permanent Records

University System Salisbury State

Division: Library

<u>Schedule Number:</u>	<u>2018</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1993	2001	10	10	3	Paper	Paper
		Special Collections Use	1994	2001	0.7	0	0.1	Paper	Paper

Division: Maintenance

<u>Schedule Number:</u>	<u>2004</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	1972	2001	25	0	0.5	Paper	Paper

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University System Salisbury State

Division: President's Office

<u>Schedule Number:</u>	<u>2056</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		President/chancellor Files	1996	2001	1.3	0	0		
		General Files	1968	2001	45	0	2.5		

Division: Small Business Institute

<u>Schedule Number:</u>	<u>1954</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
		General Files	0	0	59.5	3	0		

Statewide Records Inventory for Permanent Records

University System Salisbury State

Totals for Agency: University System Salisbury State	611.2	399.8	60.3
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Statewide Records Inventory for Permanent Records

Workers' Compensation Commission

Division: Claim Processing Group

<u>Schedule Number:</u>	<u>Series Description</u>	<u>From Year</u>	<u>To Year</u>	<u>CF-Office</u>	<u>CF-Storage</u>	<u>CF-Growth</u>	<u>Media</u>	<u>Anticipated Media</u>
<u>1565</u>	Claim Processing Statistical Reference Files	1952	1991	112.1	0	2.9	Microfil	Microfilm
Totals for Agency:	Workers' Compensation Commission			112.1	0	2.9		
Grand Total - ALL AGENCIES				38,603.30	9,474.10	4,562.00		